



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF CAREER EDUCATION – ADMINISTRATION & ACCOUNTABILITY SERVICES
AREA CAREER CENTER CONSTRUCTION PROJECT SURVEY

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE
DISTRICT CAREER EDUCATION CONTACT	FORM DUE DATE

DIRECTIONS

1. The survey should be mailed to: Director, Administration & Accountability Services, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.
2. Questions regarding the construction or renovation of career education facilities should be forwarded to Director of Administration and Accountability Services, Division of Career Education, P.O. Box 480, Jefferson City, MO 65102-0480. Phone: (573) 751-8465.
3. The survey, reimbursement, and other forms are available on the Department's website at <http://dese.mo.gov/divcareered/forms.htm>. These forms will be available as Microsoft Word or PDF documents.

Type of Construction Request:

- ☐ New Facility
☐ Addition to Existing Facility
☐ Renovation of Existing Facility
☐ Other (Explain)

Letters of Legislative Support:

- ☐ Representative
☐ Senator

Fiscal Year (FY) Construction/Renovation Begins

FY

Fiscal Year (FY) Construction/Renovation Completed

FY

CONSTRUCTION/RENOVATION COSTS

	FY	FY	FY
Site Acquisition			
Site Development			
Architectural Fees			
Construction Costs			
Equipment Costs			
Other Costs (Describe)			
Total Cost			
Total State Funds Requested			

Rationale: Provide a written description of existing facilities and the limitations of these facilities for the current delivery of career education services in the district/community college. Explain how the new construction, additional facilities, or renovation will improve the delivery of career education services.

Description: Provide a complete description of the new/additional facilities or renovation proposed for funding. Include the career education programs housed in the facility, square footage, and a detailed floor plan. Description should also include the type of construction, number of classrooms or shops, parking, utilities, roads, etc.

Funding: Detail how the district will provide fifty percent (50%) of the total construction costs. Acceptable sources of matching funds are:

- ☐ A bond issue specifically worded to include the area career center construction project; or
- ☐ Existing district reserves specifically designated by the local board of education or curators; or
- ☐ Other local donations, such as business and industry; or
- ☐ Other: Please describe in detail

Please describe the details of matching fund sources in the space provided below.

Local Approval: I hereby certify that the construction project described herein has been approved by the governing board of the district/community college and assure to the State that matching funds of fifty percent (50%) of the total construction costs will be provided from local sources. The district agrees that funds for this construction project are contingent upon the authorization by the Missouri legislature and approval of the Governor.

Signature of Chief Administrator	Date

Area Career Center Construction

The Department of Elementary and Secondary Education has the authority to request funds for the construction or renovation of area career centers. Construction authorized under this authority includes the building of new facilities and additions to or renovation of existing facilities. Construction projects may also include equipment that is built into or permanently attached to the facility.

The process for area career center construction is as follows:

Initial Notice: The Division of Career Education will formally request area career center construction project surveys from school districts and appropriate community colleges at least once annually.

Area Career Center Construction Surveys: Each school district or appropriate community college must complete an *Area Career Center Construction Project Survey* and return it to the Division of Career Education. The survey describes the nature of the construction request, the funding required, and assurances that the district or appropriate community college has the required fifty percent (50%) local matching funds.

State Notification: The *Area Career Center Construction Projects Survey* reviewed by appropriate Division staff. An official notification will be forwarded to the school district or appropriate community college. The notification means the Department of Elementary and Secondary Education will include the request in the budget cycle for the next fiscal year.

Budget Process: The request must go through the legislative process and funds must be appropriated. This process includes:

- Inclusion in the Governor's recommendations.
- Introduced and passed by the House of Representatives.
- Introduced and passed by the Senate.
- Truly Agreed To and Finally Passed version of the bill signed by the Governor.
- Funds available July 1 of the next fiscal year.

The Department of Elementary and Secondary Education is responsible for the disbursement of funds. This disbursement is usually done twice during the fiscal year, September and January, with the school payments. School districts or appropriate community colleges should submit only one *Area Career Center Construction Projects Survey* each fiscal year.

Final payment for the construction project must include a Construction Form 3, which details all of the project expenditures, including invoice and check numbers. The final determination on matching funds will be based on this document and the district or community college annual compliance audit conducted by an independent auditor.

All equipment purchased with State funds meeting the \$1,000 unit cost requirement for inventory purposes must be incorporated into the school district or appropriate community college inventory system for 3 years.

When the school district or community college ceases using an existing facility for providing career education under the terms of the original construction of the facility, the district or community college must depreciate the facility following State established guidelines. Funds realized from the depreciation of the old career education facility will be reduced from the State share of the construction project.